



CITY OF HEMET
Human Resources Division
PUBLIC SAFETY DISPATCHER – ENTRY LEVEL

TYPING CERTIFICATE REQUIREMENTS

This position requires that a certified typing certificate be submitted as an **attachment to the employment application** to continue in the recruitment process. The certificate must be issued by an accredited school or agency and dated no older than 6 months prior to application submission.

****Certificates obtained online are not accepted****

The certificate must contain:

- ❖ Date of certificate
- ❖ Agency’s official emblem
- ❖ Signature of person certifying the certificate
- ❖ Address and telephone number of agency
- ❖ Name of applicant
- ❖ Number of net words per minute on a 5 minute test
*(Minimum of 25 net WPM is **REQUIRED**)*
- ❖ Number of errors

It is the responsibility of the applicant to ensure that the certificate meets the requirements stated above.

For your convenience, listed below are suggested agencies which provide typing certificates. However, you are free to obtain certificates from other accredited schools or agencies, but not through an “on-line” website.

<p><u>Manpower Temporary Services</u> 735 S Sanderson Avenue Hemet, CA 92545 (951) 658-4645 \$30 <i>Walks in accepted, Appointment preferred</i></p>	<p><u>Hemet Adult Education</u> 831 E. Devonshire Avenue Hemet, CA (951) 765-5190 \$20 Mon – Thurs 9: 00 am to 6: 00 p.m. <i>Walk in available</i></p>
<p><u>Pride Staff</u> 25195 Madison Ave. Ste. 102 Murrieta, CA 92562 (951) 999-4230 \$15 (cash only) <i>Walks in accepted, Appointment preferred</i></p>	<p><u>Please Direct Questions To:</u> City of Hemet Human Resources Department (951) 765-2315</p>

Note: Candidates who fail to provide a typing certificate reflecting at least the minimum of 25 net words per minute by the filing deadline will be ineligible to continue in the selection process for this position.